



Tom Tindall
Director

COUNTY OF LOS ANGELES
Internal Services Department

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To enrich lives through effective and caring service.

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November 2, 2009

To: Each Supervisor

From: Tom Tindall *Joe Jones for*
Director

Subject: **KENNETH HAHN HALL OF ADMINISTRATION MALL GARAGE
TEMPORARY CHANGE OF OPERATING HOURS - NOVEMBER**

The ISD automotive garage located at the Kenneth Hahn Hall of Administration will temporarily operate on a different schedule from Monday November 23, 2009 through Wednesday, November 25, 2009. During this time period, the operating hours will be from 7:00 a.m. to 5:00 p.m.

ISD staff will be available during these hours to provide vehicle and maintenance services for Mall Serviced Vehicles, access to pool vehicles and paid personal car wash services. After hour assistance will also still be available during the temporary change in operating hours. To obtain after hour assistance, simply call the garage office phone at (213) 974-9465 and your call will be forwarded to staff cell phones.

Additionally, the fueling site at our Mall Garage will be fully accessible to County vehicles 24/7.

The Mall Garage will return to regular operating hours of 6:00 a.m. to 8:00 p.m. on Monday, November 30, 2009.

Please feel free to contact me should you have any questions. Additionally, your staff may contact Marie Nunez at (323) 267-2492 or mnunez@isd.lacounty.gov.

TT:MN

c: Department Heads
Executive Office of the Board
ISD Board Deputies